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SECTION 6.3

DOCUMENTS / CERTIFICATES OF JOINING STAFF

[illegible]



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6.4.2 SHIPBOARD FAMILIARISATION WITH DUTIES / EQUIPMENT

Any Officer or crew who joins the vessel newly must be given a period of familiarisation during which time he shall be suitably instructed by the respective Head of the Department, about the use and operation of the machinery(s) and equipment(s) he is likely to handle, as well as about his specific duties and responsibilities. During such period, the joiner shall be taken around the various areas of the vessel and demonstrated the use of safe handling of the equipment(s) and necessary guidance rendered.

Record of familiarisation with equipment / machinery, duties & responsibilities form **QMS - 13** is to be used for this purpose. The original is to be filed on board for the records and a copy should be forwarded to Head Office as part of the monthly QMS mail.

This familiarisation must be carried out as soon as practicable, 3 days for an Officer and 2 days for ratings. In any case, this familiarisation shall be completed prior assigning an independent watch to the new joiner.



6.4.3 CHECKLIST FOR OFFICER'S FAMILIARISATION

Once a new joining Officer has been familiarised as described above in 6.3.1 and 6.3.2, he shall be allowed a period of two weeks within which he is expected to familiarise him thoroughly with all aspects of the vessel's safety and operational systems. He shall read all Company's manuals, attend various drills, etc.

The Checklist for officer's familiarization form **Qms – 12** shall be completed within two weeks of joining the vessel. The original is to be filed on board for the records and a copy should be forwarded to Head Office as part of the monthly QMS mail.

6.4.4 VIDEO TRAINING PROGRAM

6.4.4.1 TRAINING VIDEOS

6.4.4.2 RECORD OF TRAINING

6.4.4.3 SOLAS TRAINING MANUAL



6.4.5 IDENTIFICATION OF TRAINING NEEDS

SECTION 6.5

ANNUAL LEAVE, OFFICERS

SECTION 6.6

METHOD OF DISCHARGING



6.8.2 RELIEF CREW, ETC.

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6.8.4 PAY AND WORKING CONDITIONS

6.8.5 UNIFORMS



Epaulets to be worn are as illustrated below :

MASTER



CHIEF ENGINEER



CHIEF OFFICER



2ND ENGINEER



2ND OFFICER



3RD ENGINEER



3RD OFFICER



4TH ENGINEER



CADET



ELECTRICIAN





6.8.6 WELFARE

6.8.7 FORMATION OF OFFICER'S CLUB

6.8.8 LAUNCH SERVICES

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6.8.9 CONDUCT OF CREW

[illegible]

6.8.10 INTOXICATING LIQUOR

This image shows a full page of primary-ruled paper. It features ten horizontal dashed lines spaced evenly down the page. Two vertical solid lines are positioned on either side of the center, creating two narrow margins. The paper is otherwise blank, with no handwriting or other markings.

6.8.11 PROMOTION OF OFFICERS

[illegible]

6.8.15 AGENCY EXPENSES FOR FAMILIES JOINING SHIP

[illegible]



6.8.16 WIVES ON BOARD SHIP

6.8.17 FEMALE VISITORS TO SHIPS

6.8.18 PRESENCE OF MASTER ON BOARD IN PORTS

6.8.19 CUSTOMS REGULATION

6.8.20 VISITS TO THE U.S.A.

6.8.21 OVERTIME

SECTION 6.9 PROMOTION ORIENTATION PROGRAM FOR OFFICERS

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